



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

**SPED 05-07**

Memorandum

**Date:** February 11, 2005

**To:** Directors of Special Education  
Charter School Administrators  
Secure Care Facility Administrators

**From:** Joanne C. Phillips  
Deputy Associate Superintendent  
Exceptional Student Services

Peggy Staples  
Data Management Specialist  
Exceptional Student Services

**RE: FY 2003-2004 Performance Indicators**

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Individual Performance Indicator Reports for each PEA are posted on the web at <http://www.ade.az.gov/ess/DataManagement/2003-2004/PerformanceIndicators/PICorrectionsInstructions.asp>. In addition, PEAs can view their rank order for each performance indicator. If you feel that your PEA has been incorrectly ranked due to erroneous data, you still have an opportunity to correct your data by taking the following steps:

1. Access the common logon to view the data that has already been submitted for your PEA. You will not be able to edit your data however; you will be able to view your data as it currently exists in our database.
2. Review the formulas provided in the Performance Indicator document. *Please note the changes in the dropout and graduation formulas as they have changed from the previous year.*
3. If you find that data needs to be corrected, you will need to contact ADE/ESS. All requests for data correction need to be submitted in writing either by email or by fax. To submit corrections via email, contact Peggy Staples at [pstaple@ade.az.gov](mailto:pstaple@ade.az.gov) and/or Rainey Hulet at [rhulet@ade.az.gov](mailto:rhulet@ade.az.gov). Faxed corrections should be submitted ADE/ESS Data Management at (602) 364-1999.
4. If you feel that an indicator is being erroneously calculated due to SAIS data and you wish to make SPED census corrections, you still have an opportunity to do so. A 15-915 letter must be filed with School Finance. If there are any districts or charters that need to revise their SPED data for FY04, please contact Rachel Arroyo at [rarroyo@ade.az.gov](mailto:rarroyo@ade.az.gov) to gain access.

As data corrections are submitted, we will periodically update the individual PEA reports and all of the indicators in PEA rank order. **All data corrections must be submitted by Friday, February 25, 2005.**

cc: ESS Specialists  
Regional Training Centers